

## **WWTP OPERATIONS SUPERVISOR JOB CLASSIFICATION**

### **GENERAL FUNCTION**

Under general direction of the WWTP Manager, supervise and participate in the daily operation of the City of Bremerton's WWTP. Monitor processes, make necessary adjustments to ensure compliance with state and federal standards.

**REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES** (Note – This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

Plans, organizes, schedules and participates in the daily activities of the wastewater treatment plant, the East-side Combined Sewer Overflow Plant and odor control processes. Responsible for insuring that the plant meets all process control targets in the various treatment systems and odor control systems. Implements policies and procedures for process monitoring and control. Supervises the collection of plant process samples. Supervises the laboratory testing of plant process samples, and interprets their results. Supervises the adjustment of wastewater process systems, operations and equipment in order to comply with local, state and federal discharge permit requirements. Evaluates equipment performance and corrects deficiencies.

Trains and supervise operations staff in the performance of their duties. Schedules shift, time off, daily work assignments and standby schedules. Evaluates performance of personnel, inspects work for completeness, help investigate on the job accidents. Participates in necessary work and fills in for operators during scheduled and unscheduled leave periods. Performs hands on demonstrations of how the work is to be accomplished.

Supervises and assigns the plant preventative maintenance (PM's) job tasks to operations staff. Reviews completed PM's, and coordinates with maintenance staff any mechanical problems encountered during PM's. Coordinates plant operations with the maintenance staff to maximize the effective use of equipment and personnel.

Coordinates the maintenance and upkeep of the facility grounds and landscaping. Coordinate the maintenance of landscaping equipment and the purchase and ordering of landscaping supplies per plant manager approval.

Develops and maintains wastewater records such as chemical usage, plant flows, operations equipment and process checklists, diaries, logbooks and laboratory records.

Coordinates with plant manager the preparation for proposals and specifications for purchases of major items; along with requisitions of supplies and materials needed for effective department operation. Order chemicals, supplies and equipment as needed to insure the ongoing operation of the plant. Coordinates safe storage of supplies and maintains inventory controls. Coordinates operations with various manufacturers and suppliers to insure efficient operation. Investigates new equipment and processes and start-up of new equipment.

Coordinates and schedules plant tours for community, regulatory agencies, schools and individuals. As assigned, attend relevant training and trades seminars.

**Other Duties**

- **Regular attendance is an essential requirement**
- **Performs related work as assigned and/or required**

**KNOWLEDGE, SKILLS AND ABILITIES (Entry Requirements)**

**Knowledge of:**

City policies, procedures and guidelines. Principles, materials and procedures related to the operation and maintenance of an advanced class IV secondary activated sludge wastewater treatment facility and odor control facilities.

Health and safety hazards/precautions connected with wastewater treatment facility and odor control facility operations.

Appropriate supervisory principles and guidelines.

Computer operations, including word processing, data management, spreadsheet and specific programs related to wastewater plant operations and maintenance.

**Skills in:**

Safe use and care of hand tools, power tools, construction and maintenance equipment used in the department.

Development of timely cost-efficient operating procedures.

Creation and maintenance of complex, cost effective work and duty schedules.

**Ability to:**

Operate and supervise the operation of all plant pumping, treatment, control and odor control equipment and processes.

Manage staff issues including scheduling, leave requests, and performance reviews.

Communicate technical information clearly and concisely verbally and in writing.

Interpret specific chemical and biological analysis and act on a variety of data and instrument readings.

Respond quickly and effectively to plant operations problems.

Accurately log instrument readings and operation information.

Resolve problems at the lowest possible organizational level.

### **QUALIFYING EDUCATION AND EXPERIENCE (Minimum Requirements)**

Any combination of education and experience equivalent to a High school diploma or G.E.D and 4 years experience.

### **Special Requirements**

Required licenses and certifications: Washington State Driver's License is required and must be obtained by a date set by the City. Possession of a Washington State Wastewater Operator Group III Certificate issued by the Department of Ecology. Possession of a Washington State CPR/First Aid Certificate. Fork Lift Operation Certificate must be obtained by a date set by the City.

### **PHYSICAL REQUIREMENTS**

This position is required to work in all sections of the Wastewater Utility and often transitions from indoor to outdoors. Requires frequent sitting, standing, and walking. Must be able to climb stairs and ladders, and lift up to 50 lbs. This position frequently requires hand and finger movement with manual dexterity. Requires the employee to talk, receive and understand written and oral communication and to also give written and oral instructions. This position requires the ability to calculate mathematics problems and equations.

### **WORKING CONDITIONS**

Move throughout the multi-levels of the treatment plant using stairs and/or ladders.

### **LEGAL and REGULATORY EMPLOYMENT CONDITIONS**

**Fair Labor Standards Act:** The classification is non-exempt under the laws of fair Labor Standards Act minimum wage and overtime provisions.

**Representation:** The classification is included in the bargaining unit pursuant to the Recognition Article of the current labor agreement between the City of Bremerton and the Teamsters Local 589.

**Civil Service:** The classification is included in the City's Civil Service System.

**Appointment and Removal Authority:** The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Civil Service Rules.

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with approval by the Civil Service Commission, as the needs of the City and requirements change.